NCWorks Service Keys – Unlocking Excellence: Module 1

Instructions for Individual Viewing

<u>General instructions for Guided Webinar</u>

1. This training is delivered through interactive PowerPoint with voice guidance, embedded videos, prompted discussions, and activities.
2. It is designed to be used by a small group with a facilitator or by an individual.
3. Discussion points are built in to encourage viewers to engage and generate ideas.
4. For best viewing quality, **close all other programs and windows** on your computer prior to starting the module.

<u>Individual viewer instructions and tips</u>

1. You will be prompted in several places to pause and consider some questions. Write down your responses for future reference. When ready, continue the module to hear a summary of some possible responses and suggestions to consider.

2. Before beginning the training module, print and gather the following materials:

    - **Mind Map / Handout**   Print 2-sided on legal size paper.
                                    Print in color if available.
                                    Fold to create tri-fold handout with the map inside.

    - **Pen / pencil** and **paper** for notes